

HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT #

09-03-012

OPEN PERIOD:

11/30/2009 – 12/14/2009

JOB TITLE: Human
Resources Specialist
(Labor Relations)**PAY GRADE AND SERIES:**

GS-0201-09/11

PAY RANGE:

\$49,765 - \$78,269

POSITION LOCATION:

Sacramento, CA.

APPOINTMENT TYPE: PERMANENT - DUAL STATUS**PDCN #:** 70395000**Security Clearance Required:**

Secret

AREA OF CONSIDERATION: ALL SOURCES

Military grade of E-6 through E-9.

Compatible Military Grade Assignment: MOS 42A**Key Requirements:****THIS IS A PERMANENT POSITION**

This position is located in the Human Resources Office servicing Army and Air National Guard Military Technicians, Active Guard Reserve and may include State personnel. Its primary purpose is to provide comprehensive labor relations, adverse action and disciplinary services. Accomplishes some of the work through the use of an automated personnel system.

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS authorized upon approval.

PAYMENT OF PERMANENT CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) IS authorized upon approval and subject to the provisions of the Joint Travel Regulations

Position Requires Travel: Some, 1 to 5 days per month.

QUALIFICATIONS and EVALUATION:

General: Experience, education, and/or training which provided methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, come up with practical solutions, and to communicate effectively with others.

Human Resources Specialist (Labor Relations) GS-0201-09 (Trainee): Must have 24 months of specialized experience that provided the candidate with a practical knowledge of labor relations policies and directives; experience which demonstrates the ability to read, analyze and translate guidelines into an effective program; experience which demonstrates the knowledge of agency programs/regulations; experience in obtaining and exchanging information; experience in explaining established policies, procedures and requirements; experience in any position that required compiling reports, letters, memoranda, etc., and required person-to-person contacts to convey information; progressively responsible experience which demonstrated the ability to provide technical guidance and assistance in the type of work or comparable work of the position to be filled; experience in any line of work that required gathering of information from references or individuals (e.g., searching office files and records, and/or references to obtain information on a limited subject).

Human Resources Specialist (Labor Relations) GS-0201-11: Must have 36 months of specialized experience that provided the candidate with a practical knowledge of labor relations policies and directives; experience which demonstrates the ability to read, analyze and translate guidelines into an effective program; experience which demonstrates the knowledge of agency programs/regulations; experience in obtaining and exchanging information; experience in explaining established policies, procedures and requirements; experience in any position that required compiling reports, letters, memoranda, etc., and required person-to-person contacts to convey information; progressively responsible experience which demonstrated the ability to provide technical guidance and assistance in the type of work or comparable work of the position to be filled; experience in any line of work that required gathering of information from references or individuals (e.g., searching office files and records, and/or references to obtain

information on a limited subject).

TRAINEE POSITION: Applicants not meeting full qualifications for the GS-11 position indicated above may be considered for GS-09 trainee, if qualified. Statement-of-Difference of qualification requirements for each are indicated. If appointed as trainee, the selectee may be non-competitively promoted to GS-11 upon meeting full qualifications and recommendations of supervisor.

KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Ability to apply fundamental principles and guidelines of labor relations.
2. Ability to perform and/or guide others in the negotiation of labor agreements.
3. Ability to establish rapport and confidence.
4. Ability to evaluate factors of problems and recommend solutions.
5. Ability to give specific guidance relative to the implementation and application of negotiated agreements.
6. Skill in gathering information and data for preparing reports.
7. Ability to communicate effectively both orally and in writing.

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

CONDITIONS OF EMPLOYMENT:

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA National Guard and wear appropriate military required grooming standards.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment or a current resume.
2. Attach any required documents (see Required Documents below).
3. Submit application package to the California National Guard – HRO Office via email at NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment or current resume (mandatory)
- Transcripts, if applicable
- Miscellaneous Items (i.e., Flight Records, Bar Certification), if applicable
- SF-50/DD214 (Current or Former Competitive Employees, VEOA Eligible), if applicable
- SF 181, Ethnicity and Race Identification Form (optional)

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE

www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to

NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER